



This job aid provides step-by-step instructions for using the Receivable Review wizard to view and update existing receivable facility data. Agencies will only see receivable leases where they are the lessor.

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Overview

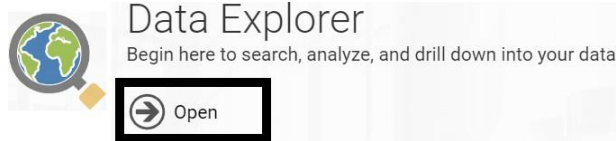
The receivable review wizard allows users to view and update all tables associated with existing receivable facilities. FPMT will guide you through a sequence of steps to review/edit data.

Step	Action	Additional Information
1	Start business process wizard	Use the search option to find your agency and select receivable review business process wizard from the agency menu options.
2	Review/edit receivable facilities	Review and edit data if needed.
3	Review changes and exit business process wizard	Use the data review section to review your changes. ✓ Select save and close to exit the business process wizard. ✓ You must go through the entire wizard and select save and close in the data review section in order to save your changes to the database.

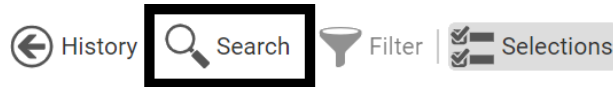
Start Business Process Wizard

The receivable review business process wizard is available from the agency menu.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

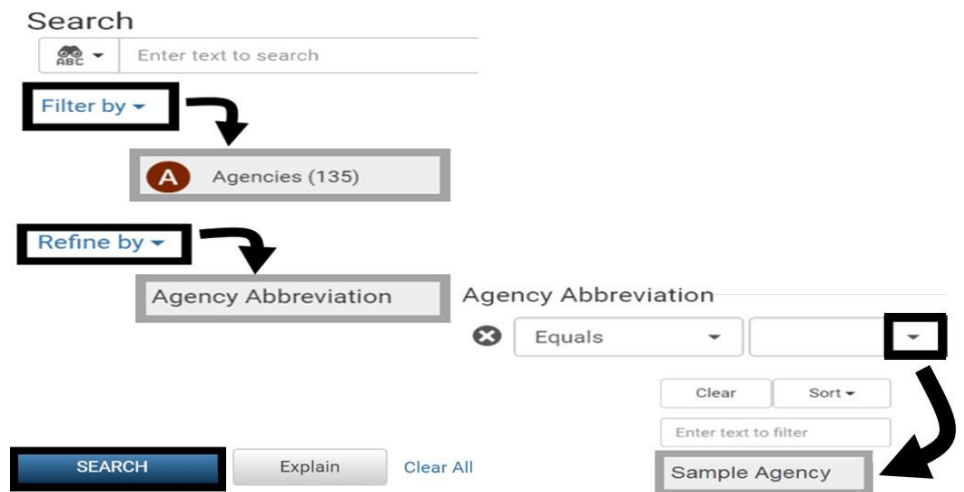
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

→ FPMT will display additional options depending on your search criteria.

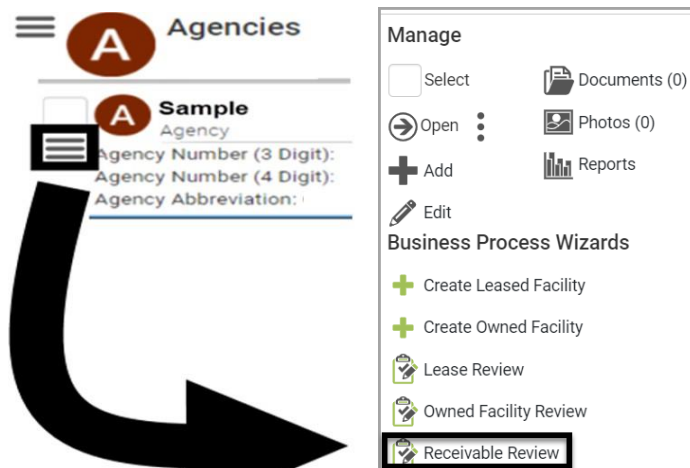
7. Select: Search.



8. Select: Menu.

9. Select: Receivable review.

→ FPMT will display the receivable facility data by table.



Edit Receivable Contracts

FPMT will display a list of active receivable contracts for the agency.

- ✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts and related tables.


1. Select: Details.


→ FPMT will display receivable contract details.

→ Use the search option to find a contract in the list.

Receivable Contracts

Search Receivable Contract Numbers

Enter Search Text  Search for receivable contract

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	

2. Review/Edit: Receivable contract details.

→ Use the scroll bar to review/edit additional data.

3. Select: Next.


→ FPMT will display the next step to review/edit receivable payments.

→ FPMT will display an error message if there are data validation issues that you need to correct.


Edit Receivable Contract Details

Name
Sample

Description

Receivable Contract Number 
123 Sample

Receivable Contract Type
Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is

Real Estate Authority 

Edit Receivable Facility

FPMT will display the receivable facility associated with the receivable contract.

1. Review/Edit: Receivable facility details.

→ If you do not want to review/edit your leased facility, select next to go to the next step in the business process wizard.


→ FPMT will display an error message if there are data validation issues that you need to correct.


2. Select: Next


Edit Receivable Facility Details

Name
GOV - LGBTQ Commission

Description

Receivable Lease Number 
SSL 20-044

Lessor (Agency Name) 
Office of Financial Management - 105

Lessee 
Office of the Governor - 075

Edit Receivable Payments

FPMT will display a list of active receivable payments for the receivable contract.

- 1. Select:** Details.
→ FPMT will display receivable payment details.

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Payment](#)

[← Previous](#) [Next >](#) [Cancel Changes](#)

- 2. Review/Edit:** Receivable payment details.
→ Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
→ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Name

Description

Payment Series Number

Payment Frequency

Payment Type

SAVE CHANGES [Cancel Changes](#)

Add New Receivable Payment

You can add receivable payments to the receivable contract.

- 1. Select:** Add new receivable payment.
→ FPMT will display receivable payment details.

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

Add New Receivable Payment

[← Previous](#) [Next >](#) [Cancel Changes](#)

- 2. Input:** Name.
→ Use payment type - payment series number (payment type dash payment series number).
→ Description is optional.

Name

Description

- 3. Input:** Payment series number.
→ Use sequential numbers for payment series (1, 2, 3, etc.).
- 4. Select:** Payment frequency.
- 5. Select:** Payment type.
- 6. Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- 7. Input:** Index rate.
→ Use the index or rate in effect at lease commencement.

Index Rate 

- 8. Input:** Payment start date.
- 9. Input:** Payment end date.

Payment Start Date

Payment End Date



- 10. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

[Cancel Changes](#)

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

- 11. Select:** Next.
→ FPMT will display the next step to review/edit receivable spaces.

Receivable Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Payment](#)



[Cancel Changes](#)

Edit Receivable Spaces

FPMT will display a list of active receivable spaces for the receivable contract.

- 1. Select:** Details.
→ FPMT will display receivable space details.

Receivable Spaces

Space Name	Space ID	Details	Delete
GOV - 0001	0001		

- 2. Review/Edit:** Receivable space details.
→ Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Space Details

Name

Description

Unique Facility ID

Space ID [?]

Tenant [?]

Other Tenant [?]

SAVE CHANGES Cancel Changes

Add New Receivable Space

You can add receivable spaces to the receivable contract.

- 1. Select:** Add new space.
→ FPMT will display receivable space details.

Add New Space

◀ Previous Next ▶ Cancel Changes

- 2. Input:** Name.
→ Use the Space ID
→ Description is optional.

Name

Description

- 3. Input:** Space ID.
→ UFI-Receivable Contract Number-Space Number.
(e.g., A27122-SSL 23-0079-1)
→ Use sequential space numbers if there is more than one space (e.g., 1, 2, 3).

Space ID [?]

- 4. Input:** Square feet.

Square Feet [?]



5. Input: Square feet measurement type.
6. Input: Primary space type.

Square Feet Measurement Type
Primary Space Type

Secondary Space Type is optional.
Additional Space Type is optional.

Secondary Space Type
Additional Space Type

7. Input: Available Space
Defaulted to No.
Annual Full Service Rate per Square Foot and Available Occupancy Date fields become required when Available Space is Yes.

Available Space
No

Available Space Type is optional.
Backfill is optional.

Available Space Type
Backfill

8. Input: Workstation counts.
This data is required for facilities that are in scope for the Six-Year Facilities Plan.
Select ? for definitions.

Number of Offices (Required For Six-Year Plan)
Number of Cubicles (Required For Six-Year Plan)
Number of Touchdown Spaces (Required For Six-Year Plan)

Annual Full Service Rate per Square Foot and Available Occupancy Date are required when Available Space is Yes.
Additional fields related to available space are optional.
Agencies are encouraged to provide as much detail as possible about their available spaces.

Annual Full Service Rate per Square Foot
Available Space Status
Available Occupancy Date
Available Shared Resources
Available Furniture
Building Access/Security
Near Public Transportation
Parking Available
Available As A Separate Lease At Lease Renewal?

- 3. **Select:** Save changes.
- 4. **Select:** Next.

SAVE CHANGES [Cancel Changes](#)



[◀ Previous](#) **Next ▶** [Cancel Changes](#)

Edit Receivable Options

FPMT will display a list of active receivable options for the receivable contract.

- 1. **Select:** Details.
→ FPMT will display receivable option details.

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Option](#)

[◀ Previous](#) [Next ▶](#) [Cancel Changes](#)

- 4. **Review/Edit:** Lease option details.
→ Use the scroll bar to review/edit additional data.
- 5. **Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Option Details

Name

Description

Option Number

Option Type



SAVE CHANGES [Cancel Changes](#)

Add New Receivable Option

You can add receivable options to the receivable contract.

- 1. **Select:** Add new receivable option.
→ FPMT will display receivable option details.

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

Add New Receivable Option

[◀ Previous](#) [Next ▶](#) [Cancel Changes](#)

2. Input: Name.

- Use option type - option number (option type dash option number).
- Description is optional.

Name

Description

3. Input: Option number.

- Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).


4. Select: Option type.

- 5. Input:** Option description.
- Option date is optional.

Option Number

Option Type

Option Description

Option Date 

- Comments are optional.

Comment

7. Select: Save changes.

- FPMT will display an error message if there are data validation issues that you need to correct.


SAVE CHANGES [Cancel Changes](#)

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

8. Select: Next.

- FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.

Receivable Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Option](#)

[← Previous](#) **Next >** [Cancel Changes](#)

Edit Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. Select: Details.

- FPMT will display receivable amendment details.

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Amendment](#)

[← Previous](#) [Next >](#) **SAVE CHANGES** [Cancel Changes](#)

- 2. Review/Edit:** Receivable amendment details.
→ Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Amendment Details

Name:

Description:

Amendment Number:

Amendment Type:

Amendment Description:

SAVE CHANGES Cancel Changes

Add New Receivable Amendment

You can add receivable amendments to the receivable contract.

- ✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

- 1. Select:** Add new receivable amendment.
→ FPMT will display receivable amendment details.

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

Add New Receivable Amendment

← Previous Next → **SAVE CHANGES** Cancel Changes

- 2. Input:** Name.
→ Use the amendment type and amendment number for the name.
→ Description is optional.

Name:

Description:

- 3. Input:** Amendment number.
→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
- 4. Select:** Amendment type.

Amendment Number:

Amendment Type:

- 5. Input:** Amendment description.
→ Provide brief description of what has changed in the lease.

Amendment Description:

- 6. Input:** Amendment effective date.
- 7. Input:** Amendment execution date.
- Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

- 8. Select:** Save changes.
- FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES Cancel Changes

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

- 9. Select:** Save changes.

Receivable Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Receivable Amendment](#)

[Previous](#) [Next](#) **SAVE CHANGES** [Cancel Changes](#)

- FPMT will return you to the list of receivable contracts.
- 10. Select:** Next.
- If you do not want to edit additional contracts, select Next to move to Data Review.

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	
Sample	222 Sample	08/31/2020	12/30/2020	

[Previous](#) [Next](#) [Cancel All Changes](#)

Data Review and Exit Business Process Wizard

You can expand each area to display specific receivable contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

- 1. Select:** Open.
- FPMT will display lease information.
- 2. Select:** Save and close.
- FPMT will display an error message if there are data validation issues that you need to correct.
- FPMT will save all changes and close the business process wizard.
- ✓ Save and close = save all changes and close the business process wizard.
- ✓ Cancel all changes = cancel all changes and close the business process wizard.

History | Filter | Hierarchy

Starting Point 10
Navigate all data

RC Receivable Contracts 5

RC SSL 21-0121 A
Receivable Contract

Open

[Previous](#) [Next](#) **SAVE AND CLOSE** [Cancel All Changes](#)